


MARICOPA COUNTY  HUMAN SERVICES DEPARTMENT Workforce Development Division	SECTION/REFERENCE ARS 41-1750 ; ARS 46-141	PAGE 1 OF 2
	ORIGINAL ISSUE DATE July 2010	REVISION DATE June 2013
	AUTHORIZED BY: Patricia Wallace, Assistant Director	
SUBJECT: Fingerprinting and Background Checks		ADDENDA: Central Registry Form Fingerprint Card Packet

Purpose:

A person who applies to the Department of Economic Security (DES) for a license or certificate or for paid or unpaid employment, including contract services, and who will provide direct services to juveniles or vulnerable adults shall submit a full set of fingerprints to the Department for the purpose of obtaining a state and federal criminal records check pursuant to section 41-1750 and Public Law 92-544.

Responsibility:

Center Managers shall be responsible for the compliance of all partner staff and service providers located in Maricopa County Human Services Workforce Development career centers.

Human Services Department Human Resources office shall be responsible for the compliance of all Maricopa County Human Service employees.

General Policy:

- A. Maricopa Workforce Connections is certified as a provider of Employment Network services to persons with disabilities. Such clients may be classified as “vulnerable adults” – meaning persons of eighteen years of age or older who may be unable to protect themselves because of physical or mental impairment. The Department of Economic Security has required for compliance with our contract to function as an operator of One Stop Career Centers is to have all staff who work at each of our One Stops (East Valley and the West Valley Career Center) fingerprinted.
- B. Fingerprint cards must be sent to DES for the purpose of obtaining a state and federal criminal records check, as well as a Central Registry background check. Following which, the staff working in the One Stops will be issued a fingerprint clearance card.
- C. For auditing purposes, copies of all fingerprint clearance cards shall be provided to both HSD Human Resource and/or Maricopa County Protective Services. All Maricopa County new hires that will spend any time at the One Stops will need to apply for a fingerprint clearance card within seven days of hire or transfer.
- D. For auditing purposes, copies of all fingerprint clearance cards shall be provided to the center manager for all **partner staff** that spends any time at the One Stops. All **partner staff** will be required to complete a central registry form.

Partner Process:

- A.** All partner staff including itinerant staff, upon arrival to the one stop center for duty, shall complete a request for search of Central Registry for Background Check. The form requires the name and alias of the person filling it out, along with date of birth and social security number. No other information is required or signature need. This form shall be submitted to the Center Manager for processing.
- B.** All partner staff including itinerant staff, upon arrival to the one stop center for duty, shall provide the Center Manager a copy of their fingerprint clearance card (enlarged to 150%) or a copy of your application for fingerprint clearance card if you have not received your card. If the partner agency is having difficulty in obtaining the application, the center manager shall provide the agency with a Fingerprint Card Packet (see attachments).

Center Manager Responsibility:

The Center Manager shall be responsible for ensuring that all documents required are obtained, tracked and forwarded to both HSD Human Resource and/or Maricopa County Protective Services on an annual basis. The managers shall be responsible for updating an employee and partner roster to ensure that compliance occurs with this policy.